

# **15 FAM 960**

## **SAFETY, OCCUPATIONAL HEALTH, AND ENVIRONMENTAL MANAGEMENT (SHEM) PROGRAM REQUIREMENTS**

*(CT:OBO-43; 02-28-2014)*  
*(Office of Origin: OBO)*

### **15 FAM 961 IMPLEMENTATION**

*(CT:OBO-43; 02-28-2014)*

Each post abroad must implement a comprehensive safety and occupational health and environmental loss control program to protect personnel and capital assets, and to meet environmental requirements. In accordance with 15 FAM 932 and 15 FAM 934, the post occupational safety and health officer (POSHO) and supervisors will ensure that the requirements described below are met.

### **15 FAM 962 WORKPLACE HAZARD IDENTIFICATION AND ASSESSMENT**

*(CT:OBO-43; 02-28-2014)*

- a. All "increased-risk" (nonoffice) work operations and areas will be inspected by one or more qualified safety and occupational health professional(s) at least once a year.
- b. A qualified safety and occupational health professional is an individual meeting Office of Personnel Management (OPM) qualifications as a Safety and Occupational Health Manager or Specialist (GS-018), Industrial Hygienist (GS-690), or Safety Engineer (GS-803). Occupational health or industrial hygiene studies, surveys, etc., will be done by or under the supervision of a certified industrial hygienist (CIH) assigned to the *Office of Safety, Health, and Environmental Management (OBO/OPS/SHEM)*. Safety assessments will be done by or under the supervision of a certified safety professional (CSP). Fire Prevention Engineers (GS-804) and Fire Protection Specialists (GS-081) are qualified to inspect workplaces having fire-risk potential. In areas where more specialized expertise is required, a person possessing *such* expertise may be requested to accompany the safety and health professional on such inspections.
- c. In addition to requirements in paragraph (a) of this section, the POSHO will inspect all work areas annually and "increased-risk" work areas or operations

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twice a year. Supervisors are responsible for regular hazard inspections of their workplaces on a daily or weekly basis, depending on the nature of their work.

- d. In addition to inspections conducted by personnel in paragraph b of this section, construction engineers licensed in the civil, mechanical, and electrical disciplines must inspect construction-site activities involving OBO-administered contracts. Supervisors are responsible for regular hazard inspections of their workplaces on a daily or weekly basis, depending on the nature of the work.
- e. An increased risk or high-risk activity is a workplace or environment with a high potential for mishaps or occupational illnesses. Included are activities involving, but not limited to: machines; electrical or electronic functions, including transmitting antennas; chemicals or chemical applications; materials storage and handling; construction; maintenance; and repair. High-risk activities include all public works facilities, activities, and shops.
- f. Inspections will include a comprehensive hazard assessment addressing the potential for losses and exposures to fire, safety, health, and environmental hazards. A complete risk analysis of each work operation will be done that includes environmental factors, training needs, materials used, hazardous or toxic chemicals used, control systems, protective equipment used, and any other relevant factors. Quantification of potentially harmful exposures to hazardous or toxic chemicals, materials, noise, lead, asbestos, radiation, biological materials, or other hazards must be accomplished by or under the supervision of industrial hygienists certified in comprehensive aspects of industrial hygiene.
- g. Occupational safety and health personnel are authorized to enter unannounced and without delay for the purpose of inspecting any building, installation, facility, construction site, or area where work is being performed by employees of the Department *of State* or *other* agencies. Inspecting personnel are authorized to question, privately, any employee, supervisor, or official in charge of the establishment concerning safety and occupational health conditions and concerns.
- h. Inspection personnel on OBO construction projects will provide written reports of findings and recommendations to the OBO project director for action. Inspection personnel are not authorized to direct OBO contractors to take action that may result in changes in contract requirements or increased costs to OBO. In cases where immediate danger exists, inspection personnel will immediately inform the OBO project director in charge, orally and then in writing, of the potential danger and the actions required to correct the problem. The project director will take appropriate action to ensure that work is stopped until the imminent hazard can be abated.
- i. The safety and occupational health personnel conducting inspections will give officials in charge of the facility and employee representatives an opportunity to accompany them during the physical inspection of the workplace. The inspector will obtain the appropriate security clearances to inspect areas or

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workplaces where classified operations or information requires such security clearances.

## **15 FAM 963 REPORTING HAZARDOUS CONDITIONS**

*(CT:OBO-43; 02-28-2014)*

- a. All inspection findings, except those corrected at the time of the inspection, will be documented in an inspection report that is officially conveyed to the manager responsible for the inspected work area(s). The report must specify time frames for compliance. The individual conducting the inspection will forward a copy of the report to members of the safety committee and the employee representative, if any. Also, a copy (electronic or written) will be maintained by the POSHO for a period of 5 years after the inspection.
- b. Immediate action will be taken to eliminate the hazard as soon as it is concluded that, on the basis of an inspection, a risk exists that could reasonably be expected to cause serious physical harm or illness. The inspector should inform the official in charge of the workplace and the designated *POSHO*, orally and then in writing, of the potential danger and the actions required to correct the problem.
- c. When an imminent danger is identified as described in paragraph b of this section, a Form DS-1853, Notice of Alleged Safety or Health Hazards, must be completed and immediately posted in the *affected* work area until the hazard is permanently abated. It should be written in English, as well as the host-country language if non-English speaking employees work in the area affected. The narrative should describe in detail the nature and degree of seriousness of the hazard, remedial measures to be taken until the hazard is abated, and a reasonable time for abatement or correction.
- d. Department of State employees (including locally employed staff), employee representatives, and contractors may request the POSHO to investigate and assess a condition/environment/operation that they believe *constitutes* a hazard to safety or health. The request can be made orally, but must be followed with a written request. Upon receipt of such a request, the POSHO will direct an investigation and respond to the requester within 24 hours for reports of imminent danger conditions; within 3 working days for potentially serious conditions; and within 14 working days for other than serious conditions.
- e. If, after reporting a hazardous condition, the employee is not satisfied with the final action, the employee can request a higher level review *by writing to* the *Office of Safety, Health, and Environmental Management (OBO/OPS/SHEM)*, Bureau of Overseas Buildings Operations Washington, DC 20522-0611. Upon receipt of a request, OBO/OPS/SHEM will initiate an investigation of the alleged condition. If the condition constitutes a violation of Department of State

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standards, the post will be so advised and will be responsible for initiating appropriate corrective (abatement) action. OBO/OPS/SHEM will advise the employee, in writing, of the actions taken to resolve the issue.

## **15 FAM 964 MISHAP INVESTIGATION AND REPORTING ABROAD**

### **15 FAM 964.1 General**

*(CT:OBO-43; 02-28-2014)*

- a. This section lists procedures for investigating, analyzing, and reporting mishaps that occur abroad. A "mishap" is any unplanned, unexpected, or undesirable event causing injury, disease or illness, death, material loss or property damage, or incident causing environmental contamination, including improper pesticide application and leaking underground or above-ground storage tanks. The term "mishap" is used instead of "accident" or "occupational illness" and includes motor vehicle *collisions*.
- b. Mishaps that occur on Department of State-owned or -leased premises, or during the conduct of U.S. Government business, including motor vehicle mishaps, will be immediately investigated and reported. Reportable motor vehicle mishaps include any mishap while operating a U.S. Government-owned, -rented, or -leased vehicle or a private vehicle used for official business. There are special reporting requirements for Class A and Class B mishaps, *as well as any environmental contamination mishap*. Any occupational injury, illness, or disease reported on Form CA-1 or CA-2 to the Office of Workers Compensation (OWCP), Department of Labor, or equivalent host-country report, is a reportable mishap.
- c. A mishap investigation and analysis board (MIAB) is appointed to conduct an analysis and investigation for the sole purpose of preventing future mishaps. The board may be comprised of several members or a single individual, depending on the circumstances of the mishap.

### **15 FAM 964.2 Classification of Mishaps Abroad**

*(CT:OBO-43; 02-28-2014)*

The classification of mishaps is based on the extent of personnel and financial loss. The classification determines the level of investigation required. Mishaps must be classified into one of the following three categories as soon as a reasonable estimate of total cost is made:

- (1) Class A mishap:
  - (a) The cost of property/real estate/environmental damage is \$100,000 or

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greater; or

- (b) Operations are curtailed or shut down for more than 8 hours; or
  - (c) An injury, illness, or disease results in a fatality or permanent *total* disability; or
  - (d) An injury, illness, or disease involves three or more individuals *with lost workdays*; or
  - (e) The Safety, Health, and Environmental Management (SHEM) *Office* Director determines that the mishap should be investigated as a Class A mishap;
- (2) Class B mishap:
- (a) The cost of property/real estate/environmental damage is between \$50,000 and \$100,000; or
  - (b) The mishap results in injury, illness, or disease occurrence that requires *overnight* inpatient hospitalization; or
  - (c) The SHEM *Office* Director determines that the mishap should be investigated as a Class B mishap;
- (3) Class C mishap:
- (a) The cost of property/real estate/environmental damage is between \$1,000 and \$50,000; or
  - (b) An illness or injury results in medical treatment (other than first aid), loss of consciousness, lost time from *work*, restricted duty, or temporary transfer to a different job; or
  - (c) Releases of hazardous or toxic materials (other than at the Class A or Class B level) that result in contamination of the *inside or* outside environment.

## **15 FAM 964.3 Appointment of Mishap Investigation and Analysis Boards Abroad**

*(CT:OBO-43; 02-28-2014)*

- a. A mishap investigation and analysis board will be appointed as soon as practical. Class A and Class B board memberships will vary according to gravity and type of mishap. Whenever possible, board members should have appropriate experience and technical backgrounds. For mishaps involving death or illness, consideration should be given to including a medical *doctor*. Mishap boards involving fire should include a certified fire investigator.
- b. The Director of OBO's *Office of* Safety, Health, and Environmental Management (OBO/OPS/SHEM) appoints Class A mishap investigation and analysis boards. The Director may delegate this responsibility to the post and/or send a

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representative to participate. Class A fire-related mishaps involving injury or illness may be investigated by SHEM and must have a member on the board from the *Office of Fire Protection (OBO/OPS/FIR)*.

- c. The designated post safety and occupational health administrator appoints Class B mishap investigation and analysis boards, except in cases involving environmental mishap assessments that will be coordinated by OBO/OPS/SHEM. Class B fire-related mishaps involving injury or illness may be investigated by SHEM and should have a member on the board from OBO/OPS/FIR.
- d. Class C mishap investigation and analysis boards will, at a minimum consist of the POSHO. However, the POSHO can draw on other individuals having specialized expertise needed to effectively investigate and analyze the mishap. Environmental mishap assessments must be coordinated by OBO/OPS/SHEM.

## 15 FAM 964.4 Mishap Reporting and Follow-On Activities Abroad

### 15 FAM 964.4-1 Class A and Class B Mishaps

*(CT:OBO-43; 02-28-2014)*

- a. Posts will *notify SHEM about* all Class A and Class B mishaps, or any environmental contamination incident (including improper pesticide application) within 12 hours. Report by phone, *email, cable (use the KSAF tag), or electronically using the Mishap Reporting System (MRS) to the SHEM Office Director (OBO/OPS/SHEM)*. *SHEM will send a response cable to the designated POSHO notifying post that SHEM intends to investigate, or the need for post to establish a Mishap Investigation and Analysis Board.*
- b. *As soon as the initial mishap information is gathered, prior to submitting the detailed report (described in paragraph c below), post shall submit to OBO/OPS/SHEM the initial mishap information electronically using the Mishap Reporting System (MRS), or by forwarding the following forms via e-mail or fax:*
  - (1) A Form DS-1663, Report of Mishap, for each person injured or killed; and
  - (2) A Form *DS-1664, Overseas Motor Vehicle Mishap Report*, for each U.S. Government driver involved in the mishap. Injury information *should be included on Form DS-1663 (use a separate form for each injured person)*.

**NOTE:** *Nonvehicular* property damage from a motor vehicle *mishap* must be reported on Form *DS-1664*. Property damage or environmental contamination from other types of mishaps must be reported on Form DS-1663.

- c. *Class A and B boards will submit a detailed mishap report to the SHEM Office Director within 30 days after the board has convened. Post mishap boards will*

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*provide a copy of the board's report to the designated POSHO who will ensure that appropriate corrective actions are implemented.*

d. *Class A and Class B mishap reports are signed by all board members and include five main sections:*

- (1) **General information:** This section should document only factual data that relates to the mishap and the personnel involved. Include a chronological history of events leading up to the mishap, information on specific injuries and property damage, policies and procedures relevant to the mishap, records and other appropriate facts;*
- (2) **Analysis and conclusions:** This section is an analysis of the factual information and conclusions drawn from that information, and establishes the contributing factors of the mishaps;*
- (3) **Recommendations:** State corrective actions to be implemented to prevent a recurrence based on key contributing factors and conclusions drawn in the previous section;*
- (4) **Actions taken:** List the actions taken and their completion dates (or projected completion dates), and provide an implementation plan for continuing actions; and*
- (5) **Appendices:** Attach relevant supporting documentation. Examples may include the following:*
  - (a) Maps, diagrams and/or photographs of the mishap scene;*
  - (b) Victim and witness interviews;*
  - (c) Relevant post policy documents;*
  - (d) Records, such as inspection reports, maintenance records, police reports, training records, copies of licenses, certifications, etc.;*
  - (e) Medical information or autopsy reports;*
  - (f) Copies of material safety data sheets; and*
  - (g) Any other documents pertinent to the investigation.*

d. For all work-related injuries, illnesses, and deaths, 3 FAM 3630 and 3 FAH-1 H-3630 detail the procedures for reporting to the Office of Workers Compensation (OWCP). *The human resource office at post should notify the POSHO when workers compensation claims are received so the POSHO can ensure that a mishap report has been submitted.* In addition to the requirements already stated, the POSHO will maintain copies of all mishap reports and forms for 5 years.

e. OBO's SHEM Director will review Class A mishap reports and develop recommended corrective measures for the Designated Agency Safety and Health Official (DASHO) to issue in an action memorandum. With fire-related mishaps that involve illness, injury, or death, the SHEM Director will coordinate

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*with the Director of the Office of Fire Protection* in developing this memorandum. 15 FAM 850 specifies other OBO-related actions required of the OBO/OPS/FIR Director. Recommendations usually relate to organizational and operational changes needed to minimize the occurrence of similar mishaps.

- f. Class A mishap reports will be distributed only on a need-to-know basis, in order to preserve the independence and integrity of the investigation process. None of the information developed during the investigation or included in the report will be used to justify disciplinary measures or to take legal action against employees involved in the mishap.

### 15 FAM 964.4-2 Class C Mishaps

*(CT:OBO-43; 02-28-2014)*

- a. The POSHO will immediately investigate all Class C mishaps, including motor vehicle mishaps, and ensure that appropriate corrective actions are implemented. *Mishap information must be submitted to SHEM electronically using the Mishap Reporting System (MRS), or by completing and forwarding the following forms to SHEM via email or fax within 30 days of when the mishap occurs:*
  - (1) A Form DS-1663, Report of Mishap, for each person injured; and
  - (2) A Form *DS-1664, Overseas* Motor Vehicle *Mishap* Report for each U.S. Government driver involved in the mishap. (Injury information *should be submitted* on *Form DS-1663*; a Form DS-1663 *needs to be submitted for each person injured*).
- b. Property damage from a motor vehicle accident will be reported on Form *DS-1664*. Property damage or environmental contamination from other types of mishaps will be reported on Form DS-1663. Other post fire reporting requirements, not related to Class A or B mishaps, are contained in 15 FAM 850.
- c. For work-related injuries and illnesses, 3 FAM 3630 and 3 FAH-1 H-3630 detail the procedures for reporting to the Office of Workers Compensation (OWCP). *The POSHO should be notified by the human resources office when a worker's compensation claims are received so the POSHO can ensure that a mishap report has been submitted.*

### 15 FAM 965 TRAINING

*(CT:OBO-43; 02-28-2014)*

- a. The POSHO will ensure that management officials are provided with an orientation and other learning experiences that enable them to meet their safety and occupational health responsibilities. The orientation should include coverage of section *207* of the *Foreign Service Act of 1980*, Executive Order



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12196, the requirements of 29 CFR 1960, the provisions of 15 FAM 900, and the pertinent elements of the Department *of State* or post's safety and occupational health program.

- b. The POSHO will ensure that supervisors are provided occupational safety and health training that includes supervisory responsibilities for providing and maintaining safe working conditions for employees *and* the administration of a *proper* safety and occupational health program. Supervisors will also receive training in recognizing and abating hazards specific to their workplaces.
- c. Each post will provide training for POSHOs in appropriate standards and in the use of equipment and procedures that will enable them to conduct competent safety and health inspections. They should be trained on how to propose methods of hazard abatement to post officials and how to properly document inspection findings. Assistance to posts is available from OBO/OPS/SHEM.
- d. All employees will be provided with information needed to perform their jobs in a safe manner. The POSHO will ensure that a safety and occupational health orientation is provided for all new employees, and that specialized SHEM training related to the work performed by particular employees (clerical, printing, welding, crane operation, chemical and material handling, computer operation, etc.) is provided. Refresher training must be conducted at least annually. In addition, fire-safety training, including fire drills, will be conducted.
- e. POSHOs will maintain training records documenting names of people trained, job titles, positions, and types of training provided, including specific subjects and dates of training.

## 15 FAM 966 RECORD KEEPING

*(CT:OBO-43; 02-28-2014)*

The POSHO is responsible for maintaining safety and occupational health records listed below for the periods indicated in bold script:

- (1) Inspection findings and reports related to safety hazards, health hazards, fire hazards, environmental hazards, asbestos conditions, indoor air quality, etc.: **5 years;**
- (2) Employee exposure records including environmental (workplace) monitoring or measuring of a toxic or otherwise hazardous substance or harmful physical agent and material safety data sheets (MSDSs) for any chemical or product measured or monitored (also applies to asbestos monitoring results): **duration of employment plus 30 years;**
- (3) Employee occupational medical records related to or required by the hazardous nature of the individual's job will be maintained by the post health unit and the Office of Medical Services (MED): **duration of employment plus 30 years;**

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- (4) *Mishap Investigation Analysis Board reports*, Reports of *Mishaps* (*Form DS-1663*), *Overseas* Motor Vehicle *Mishap* Reports (*Form DS-1664*): **5 years** (*unless post submitted the mishap electronically using the Mishap Reporting System (MRS)*);
- (5) Hazard condition notifications and employee requests to investigate hazardous conditions: **5 years**;
- (6) Annual hazardous materials inventory: **30 years**;
- (7) Material safety data sheets (MSDSs): **as long as product is used**;
- (8) Training records: **3 years**;
- (9) Safety and health planning analyses: **duration of project plus 3 years**;
- (10) All policies, procedures, cables, and other safety and health information promulgated by OBO's *Office of Safety, Health and Environmental Management* (OBO/OPS/SHEM), including the SHEM Resource Guide: **indefinitely**;
- (11) All policies, procedures, and other safety and health directives promulgated by post: **indefinitely**;
- (12) All drinking water testing results: **indefinitely**; and
- (13) All underground storage tank assessment, remediation, and closure reports: **indefinitely**.

## 15 FAM 967 SYSTEMS SAFETY AND HEALTH PLANNING ANALYSIS

(CT:OBO-43; 02-28-2014)

- a. Frequently, there are potential safety and occupational health or environmental problems associated with new initiatives or projects conducted by the post (new building construction; building renovation; new or changes to operational procedures; change in materials used in an operation, such as a new chemical or piece of equipment; new use of existing materials, etc.).
- b. Emphasis on safety, occupational health, and environmental analysis early in the planning stages of any project reduces the possibility that new or additional hazards to personnel and/or property will be introduced. Early identification of such potential hazards makes it possible to eliminate or control them with nominal costs. Once uncontrolled hazards have been introduced, costs for retrofit and abatement are incurred and are generally much greater than those for eliminating or controlling the hazard in the planning or development stage.
- c. The POSHO will participate in all post planning activities for new projects and initiatives, whether they are sponsored internally or externally. The POSHO should analyze projects to determine the potential for safety and occupational

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health risks. If necessary, the POSHO will provide the responsible manager with specific written documentation of the potential hazards involved and actions required *eliminating* or *controlling* those hazards. Assessment documentation should be provided to the manager even if no hazards are discovered. A copy of safety and health planning analyses should be maintained by the POSHO for 3 years after the project is completed.

- d. The POSHO will monitor implementation of all new projects having SHEM risks to ensure that planned hazard control requirements are in place and working effectively. This includes the construction and/or renovation of facilities done by OBO, contractors, or post in-house staff.
- e. Assistance to post is available from OBO's *Office of Safety, Health, and Environmental Management*.

## 15 FAM 968 SAFETY, OCCUPATIONAL HEALTH, AND ENVIRONMENTAL MANAGEMENT PROGRAM ADMINISTRATION

*(CT:OBO-43; 02-28-2014)*

- a. Posts will develop and publish specific procedures, requirements, and responsibilities for implementing requirements of 15 FAM 900. This document should be reissued by the chief of mission or by the designated post safety and health administrator whenever there is a change in the administrator or the POSHO.
- b. The administrator will issue appropriate SHEM information, procedures, requirements, etc., that may, from time to time, be issued by OBO's *Office of Safety, Health, and Environmental Management*. This includes posting of the most current departmental SHEM program policy issued by the Secretary.
- c. The POSHO will provide an annual written assessment of the status of the post's efforts in meeting FAM requirements to the administrator. This assessment is to be submitted each year by December 31, along with SHEM program goals and objectives for the coming year.

## 15 FAM 969 UNASSIGNED